

An easy guide
for
operating the
Remington
PORTABLE
TYPEWRITER

THIS BOOK CONTAINS

1. Instructions for operating the Remington Portable Typewriter; illustrations of parts; directions for removing and putting on the case; directions for taking off and putting on ribbons.

Consult this section of the book for every operating detail.

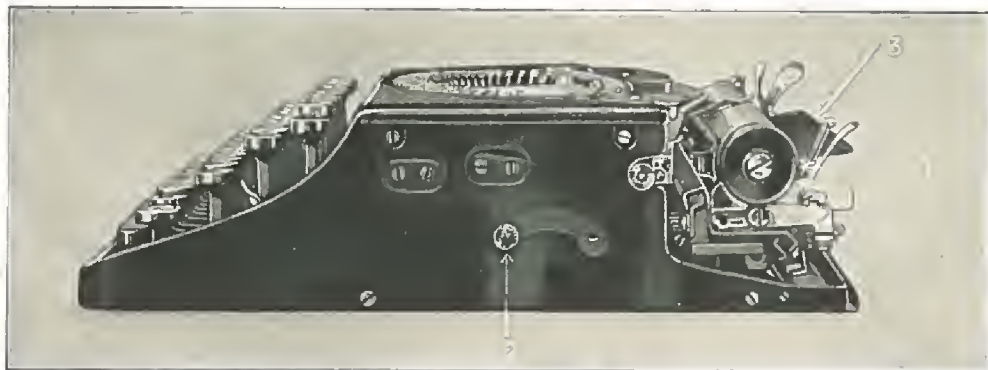
2. Instructions and exercises for learning to write by touch. Strict observance of the method of fingering outlined, and faithful practice of the exercises given, will enable the typist to master the fundamentals of touch writing within a reasonable length of time.

DIRECTIONS FOR PREPARING MACHINE TO OPERATE

To remove the cover of the carrying case, raise the latch, push round button to the left and lift the cover.

Pull out cylinder thumb wheel as far as it will go.

Raise type bars in position to write by pulling out thumb knob on type bar raising lever (2) and move lever backward to end of slot.



1. CYLINDER THUMB WHEEL 2. TYPE BAR RAISING LEVER 3. PAPER TABLE

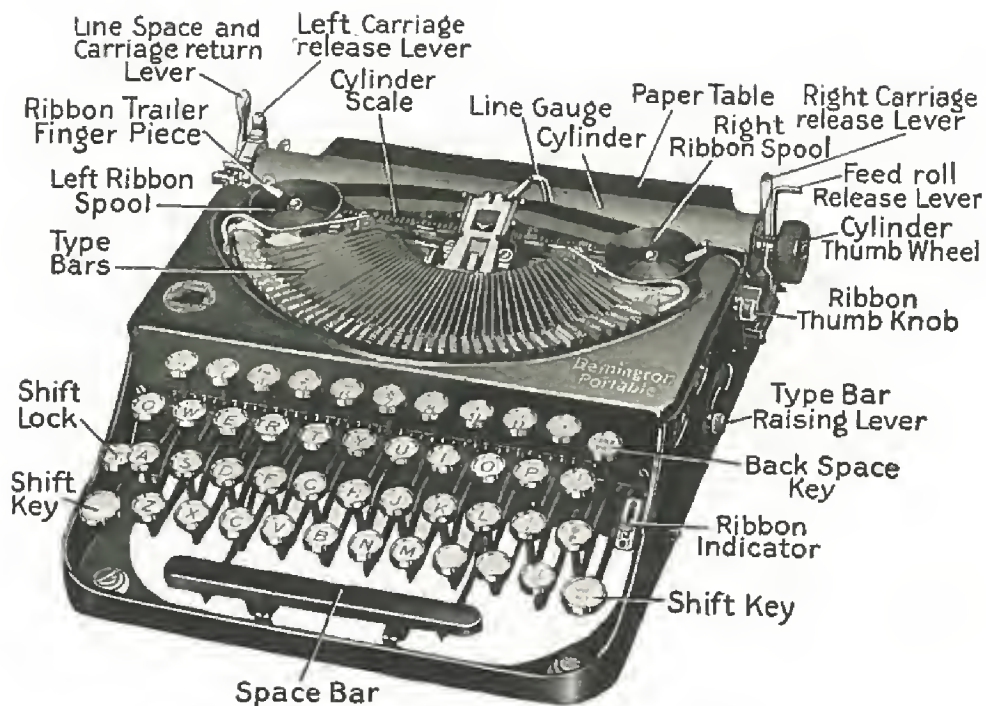
DIRECTIONS FOR PREPARING MACHINE TO REPLACE COVER



CARRIAGE LOCK LEVER

Pull forward *carriage lock lever*, press in cylinder thumb wheel as far as it will go and push carriage to the right or left. It will lock at the center of the line.

Pull out thumb knob of type bar raising lever and pull lever forward to end of slot. This drops the type bars.



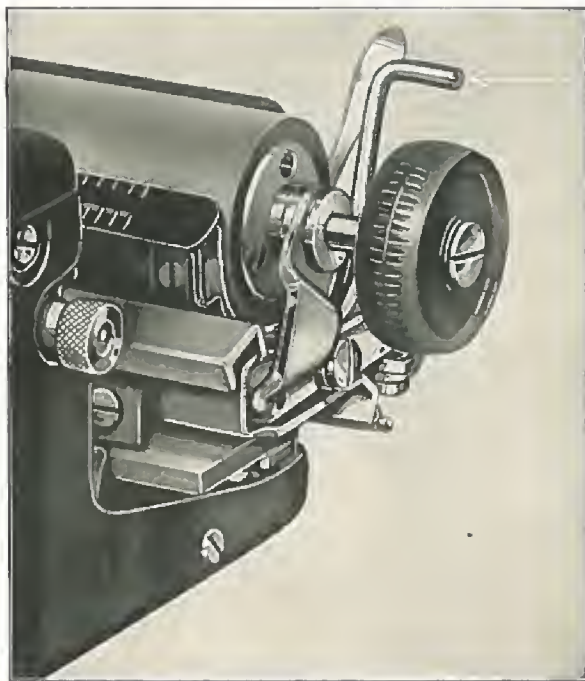
Learn the names and locations of the parts used in operating. Actually find on the machine all the parts shown in the above diagram. Refer to the diagram frequently until every part is memorized.



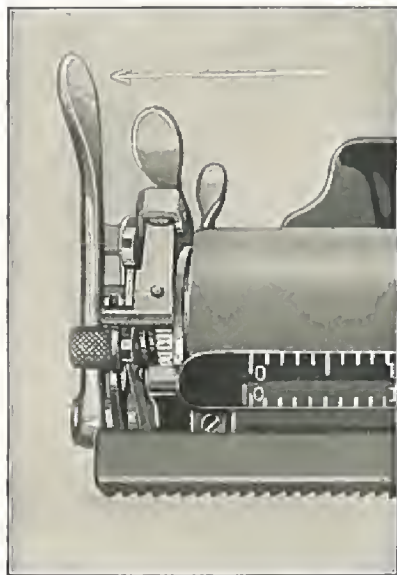
INSERTING PAPER

The first operation in typewriting is the insertion of paper. Place the sheet between the cylinder and paper table, letting it drop as far as it will go. Hold the paper with the left hand and, with the right, turn the cylinder thumb wheel until paper has passed beyond the line gauge to the desired writing point.

If necessary to straighten the paper at any time, press back the *feed roll release lever*, adjust the paper and then pull the lever forward. When the lever is pressed back the grip of the feed rolls is relaxed and the paper is easily moved. Always return lever to forward position before writing.

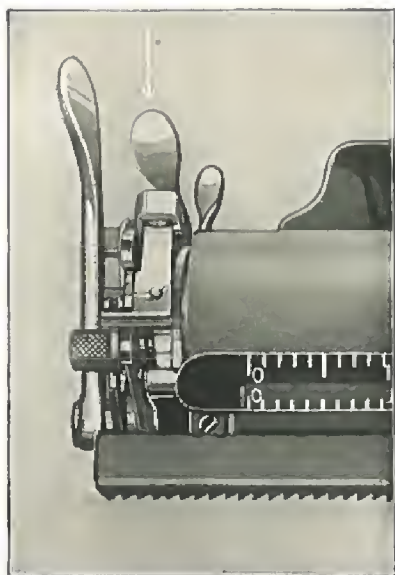


FEED ROLL RELEASE LEVER



LINE SPACE AND CARRIAGE RETURN
LEVER

To line space the paper, place the first finger against the lever and bring the lever forward as far as it will go. Push the carriage to the right at the same time so that it will be in position to start a new line.



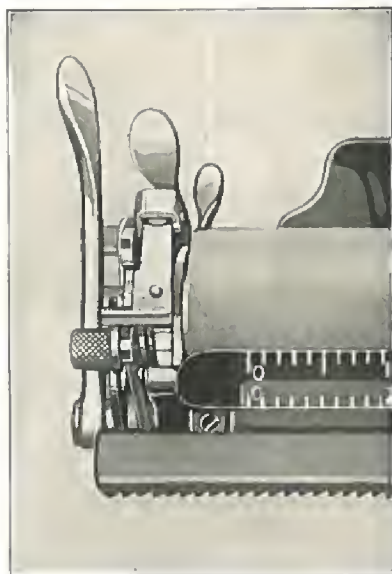
CARRIAGE RELEASE LEVER



LINE SPACE POPPET

The line space poppet controls the width of the space between lines. For double space, pull out the poppet and turn backward; for single space turn forward.

Pull forward the *carriage release lever* and the carriage will move freely to the right or left. This lever returns to position automatically.



VARIABLE LINE SPACE LEVER

Any desired writing point not reached by regular spacing can be found with the *variable line spacer*. To write on ruled paper or to fill in forms, press down lever and turn cylinder with thumb wheel. Raise lever when regular spacing is desired.



MARGINAL STOP

(Back view of machine)

MARGINAL STOP

Marginal stops halt the carriage at the points where they are set. There are two stops, one at the beginning, and one at the end of the writing line. A stop is moved by pressing the corrugated knob and sliding it to the desired point. The scale on the marginal stop rack is a duplicate of the cylinder scale and indicates the exact points where writing will commence and end.

It is possible to write outside of the limits of the marginal stops, if they are not set at 0 and 84, by lifting the *marginal release lever*. This permits the carriage to pass the stops, either at the beginning or at the end of the line.

The keys automatically lock when the marginal stop is reached. This prevents piling of letters. The bell rings six letter spaces before the keys lock, warning the operator that the end of the writing line is near. Should the keys lock before the word or syllable is completed, lift the *marginal release lever* and add the necessary letters.



MARGINAL RELEASE LEVER



SHIFT KEY AND SHIFT LOCK

Capital letters are written by depressing either the *right* or the *left shift key* and holding it until the character is printed.

If all capitals are desired, depress the *shift lock*. To release the lock, touch the left shift key.



BACK SPACE KEY

It is often necessary to move the carriage back one or more spaces to correct a mistake or fill in an omission. Use the *back space key* for this purpose. Each full depression of the key moves the carriage back one letter space.



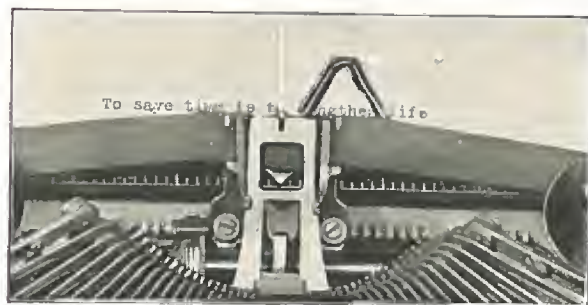
SPACE BAR

The *space bar* is used to space between words and sentences, or wherever a space is required.

When using a two-color ribbon move the *lever* on the indicator to the color desired. The life of a single color ribbon can be lengthened by moving the lever to red when the upper part of the ribbon is worn.



RIBBON INDICATOR



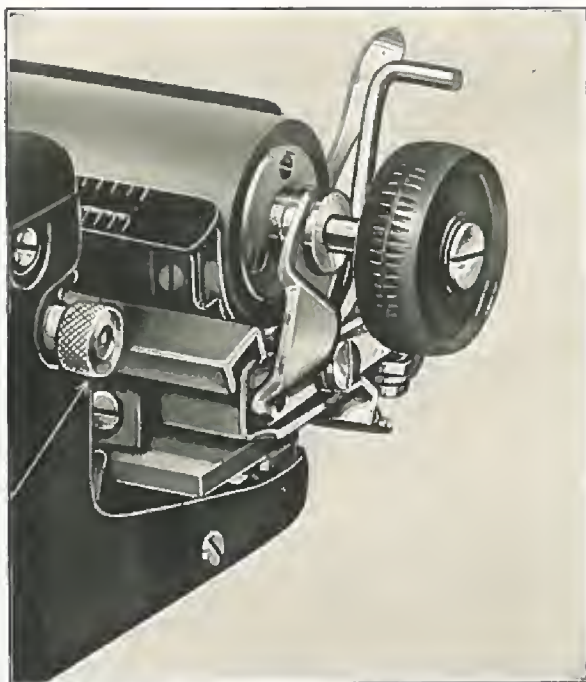
1. TYPE GUIDE

2. LINE GAUGE

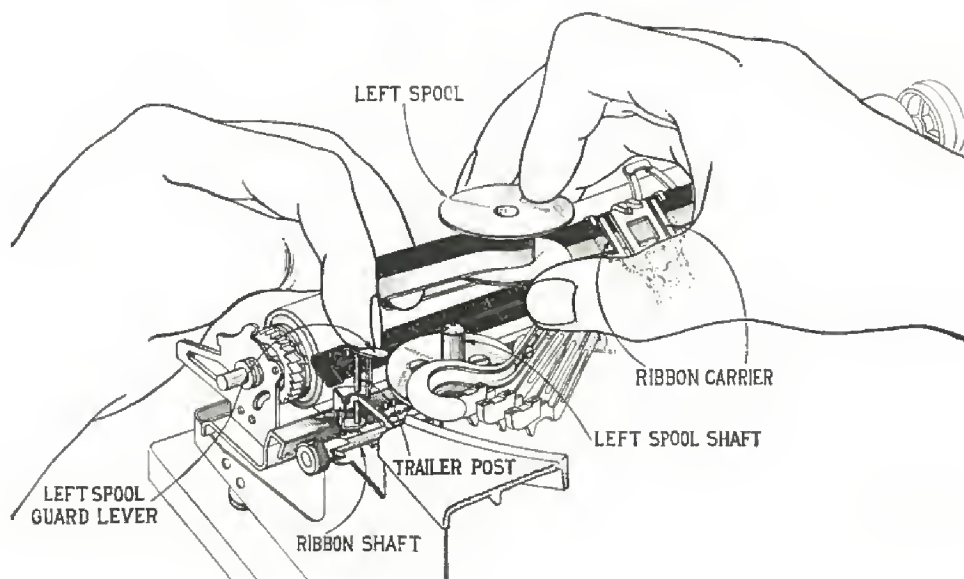
The *line gauge* shows the position of the writing line, enabling the operator to fill in blank forms, write on ruled paper or make corrections. It also serves as a paper guide.

The *ribbon shaft* runs through the machine on a line with the ribbon spools and projects beyond the frame on both sides. The ribbon reverse is automatic and requires no attention on the part of the operator.

If it is desired to wind the ribbon on the right-hand spool, as is necessary when changing ribbons, turn the right thumb knob. When the shaft is pressed to the right, the ribbon will wind on the right spool; pressed to the left on the left spool.



RIBBON THUMB KNOB



Before removing the old ribbon, study its position on the spools and in the carrier. The new ribbon should be in the same positions.

Wind the old ribbon as far as it will go on the right spool. Pull out on the *left* spool guard lever and lift off the spool. Detach the clip that holds the ribbon on the spool, being careful not to lose the clip. Lift off the right spool and discard it.

Place the new spool with ribbon on the *right* spool shaft. *Be sure the ribbon is around the right trailer post.* Press the ribbon shaft over to the left. Pull about eight inches of ribbon off the right spool and attach the free end to the left spool. Be sure the ribbon is not twisted. The spools are marked "Right Top" and "Left Top." Hold the left guard lever and ribbon with the left hand as illustrated and put the spool on its shaft. Then put the ribbon around the trailer post.

Hold the ribbon between the thumb and first finger of each hand and turn the bottom of the ribbon forward or toward you. Thread the ribbon into the carrier as shown in the illustration. Turn the ribbon shaft until the ribbon is straight. The machine is now ready for work.

CARE OF THE MACHINE

Keep the machine clean. A few moments devoted to this each day will prove a good investment. No machine can render the best service without proper care.

If the type fail to print distinctly the cause is probably accumulation of dust on the ribbon. This clogs the type, especially o, e, a, s, and all letters that have enclosed spaces. If the accumulation has become hardened, so that it cannot be removed from the type with the brush, pick it out with the point of a pin and then use the brush.

Use oil sparingly. A drop of oil occasionally on the runways upon which the carriage moves, and on the ribbon carrier at its points of contact with the type bar guide (page 10), is all that is necessary.

Keep the machine covered when not in use.

Do not tamper with the tensions or adjustments or attempt to take the machine apart.

KEYBOARD DIAGRAM

Cut out the keyboard diagram on page 13, paste it on a piece of cardboard and keep it before you. Learn to type without looking at the keyboard of the typewriter.

The keyboard diagram is divided by a heavy line into two principal sections. The keys on the right, black, are operated by the fingers of the right hand; those on the left, red, by the left hand.

The four fingers of each hand operate the keys. The fingers are numbered in consecutive order, beginning with the index finger. The colors in the diagram indicate the hand, while the numbers 1, 2, 3, 4, over the keys show the finger to use for each key.

The arrows on the diagram point to the guide keys. When ready to write, the little finger of each hand should rest on the guide keys.

CORRECT POSITION

Sit in an erect, easy position, placing the hands directly over the keyboard. Curve the fingers and strike the keys with the tips of the fingers. The upper arm should hang in an easy position parallel with the body. The elbows should hang close to the body instead of being spread out.

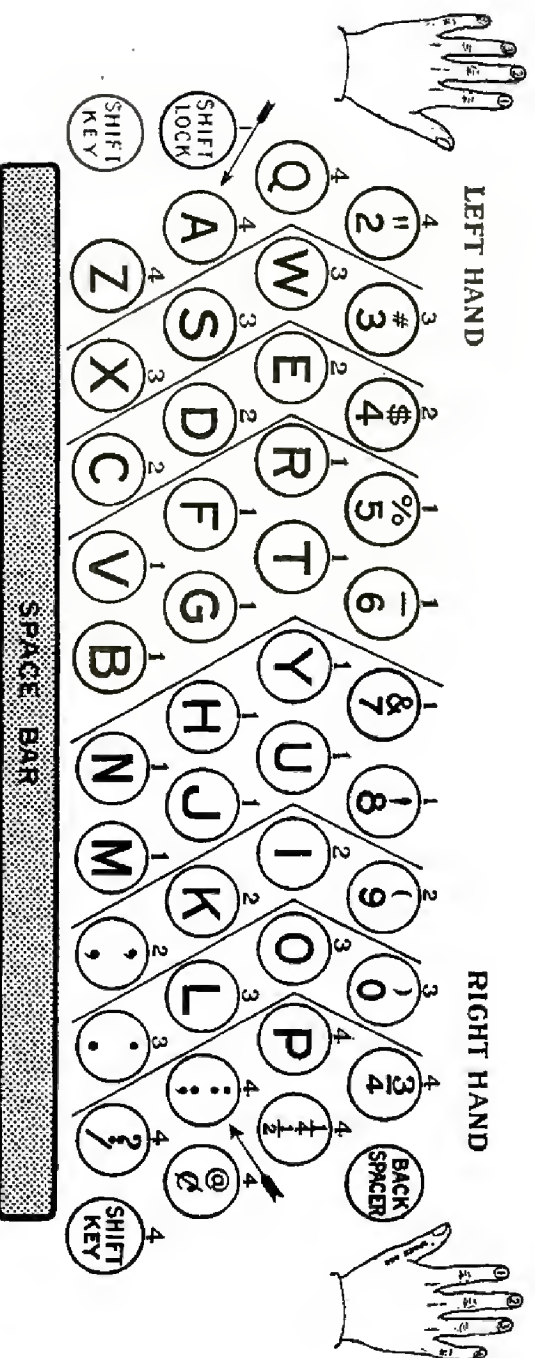
THE TOUCH METHOD

Anyone, by any method of fingering, can quickly acquire speed and facility in the operation of the Remington Portable Typewriter. The most expert typewriter operators, however, use the touch method. The location of each character on the keyboard is determined by touch, instead of sight. The principal advantages of the touch method are greater accuracy, evenness of stroke and increased speed, due to the fact that the eyes of the operator remain continuously on the copy and there are consequently no "breaks" in the writing. Proceed slowly at first until you acquire the feel of the keyboard. *Do not watch the keys.*

THE TOUCH

Do not hammer the keys; strike them quickly with the tips of the fingers. Avoid allowing the finger to remain on the key at the finish of the stroke. Do not raise the hands higher than is necessary

Diagram of the Keyboard of the Remington Portable Typewriter



Cut out this sheet, paste it on a piece of cardboard and keep it before you when writing the exercises.

to prevent interference with the return of the key. Do not shift the hands about the keyboard, but keep them always in proper position with the little fingers over the guide keys. Endeavor persistently to acquire a quick, natural, even stroke, of sufficient force to make a clear impression without blurring or indenting the paper.

EXERCISE 1

Place the little fingers on the guide keys. The left index finger will cover naturally R T F G V B, and the right index finger will cover Y U H J N M. After each word make a space, striking the space bar with the thumb of the right hand. Make an exact copy of the following lines without error. If an error of any kind is made, rewrite the whole exercise until absolute accuracy is attained.

fur fur fur fur fur fur fur fur fur fur fur fur fur fur fur
fur fur fur fur fur fur fur fur fur fur fur fur fur fur fur
fur fur fur fur fur fur fur fur fur fur fur fur fur fur fur
fur fur fur fur fur fur fur fur fur fur fur fur fur fur fur
fur fur fur fur fur fur fur fur fur fur fur fur fur fur fur

Write five lines of each of the following words, taking the columns in order, writing each separate exercise with absolute accuracy.

jug	hut	but	thug	fury	hurry	brunt
hug	tug	run	jury	turn	burnt	hungry
tub	try	bug	hurt	truth	gruff	thumb
rut	urn	hung	turf	grunt	funny	thrum

EXERCISE 2

The words in this exercise are composed of letters you have used, and those numbered 2 in the keyboard diagram. Strike the latter with the second finger of each hand.

Write five lines of each of the following words in accordance with Exercise 1.

yet	mud	nice	duty	much	bring	finger	divide	century
him	bed	very	mien	jute	there	incite	girder	midnight
keg	men	kits	junk	dirt	mixed	bright	verity	jurymen
dry	cud	tide	five	firm	drift	cringe	kicked	freight

EXERCISE 3

The words in this exercise are composed of letters you have used, and those numbered 3 in the keyboard diagram. Strike the latter with the third finger of each hand.

Write the following words in accordance with previous rules:

oil	sin	join	stew	cone	blink	severe	sewing	through	westerly
sew	let	lose	boil	some	crest	extort	worthy	sweetly	lonesome
hot	sod	once	work	holy	would	shower	school	however	stronger
wit	lug	wine	lies	joys	yours	wished	convex	unscrew	youngest

EXERCISE 4

This exercise employs all the letters of the keyboard, including those numbered 4 on the diagram. Strike the latter with the fourth or "little" fingers. The method of practice is the same as in previous exercises.

palm	alms	swap	swear	favour	plenty	pleases	separate	invaluable
wasp	were	pear	plumb	unique	squash	receipt	dispatch	discomfort
also	quiz	plow	reply	advise	warmly	perfect	quadrant	exchanging
past	wrap	glad	quick	always	police	partner	property	facilitate
lash	slap	soap	pshaw	dwells	panels	quality	annually	correspond

EXERCISE 5

Make five perfect lines of each of the following. Note the comma and semicolon, striking these with the proper fingers. Be careful not to strike them too hard.

This is the rule this is the rule this is the rule this is the rule
Every little bit helps every little bit helps every little bit helps
We have just received we have just received we have just received
It is very easy to advise another it is very easy to advise another
He came, he saw, and he conquered; he came, he saw, and he conquered

CAPITAL LETTERS AND UPPER CASE CHARACTERS

Capital letters are written by holding down the shift-key until the letter is struck. Use the little fingers on the shift-key. To write capital letters on the left side of the keyboard use the right shift-key;

to write capital letters on the right side of the keyboard use the left shift-key. This method balances the work between the hands and makes it possible to maintain the correct fingering.

EXERCISE 6

The following 100 words constitute nearly one-half of all ordinary printed matter. The ability to write them rapidly will add much to the speed of an operator. They can with profit be practiced frequently. Write four lines of each word, spacing twice between groups.

the	on	them	then	make
of	but	any	out	today
to	we	so	very	leave
and	or	see	must	under
an	had	upon	what	into
in	they	great	shall	can
that	are	if	take	these
it	this	our	such	my
was	who	him	how	most
which	were	more	ever	us
be	been	is	no	now
as	will	when	go	part
by	from	time	your	every
for	one	where	say	know
not	all	other	than	often
he	at	some	through	there
have	would	said	do	after
their	use	those	like	come
with	may	you	give	many
his	should	only	has	made

Make five copies of each sentence.

They bought most of the stock in August and paid cash for it.

Our stock has not risen above par since the first of the month.

It is possible we shall find all the alfalfa we need right here.

The goods are now for sale at a price far below the original cost.

EXERCISE 7

Every sentence in this exercise contains the entire alphabet, and much time can be spent upon such sentences to great advantage. Five perfect, consecutive copies of each sentence should be written.

The black jury fixed up the question of prizes with the government.
Probably my oxen will haul a dozen loads of gravel just as quickly.
The job requires extra pluck and zeal from every young wage earner.
Whenever the black fox jumped the squirrel gazed suspiciously.

EXERCISE 8

The words given in this exercise are designed to bring about a balanced hand-action, and to strengthen the weak fingers. Write five lines of each word.

LEFT-HAND EXERCISE

adverse wasted
arrear water
sassafras effect
sacred estate
degraded excavate
deeded referred
fear regret
feast retrace

create
caterer
vacate
vegetate
vest
baggage
barter
brace

RIGHT-HAND EXERCISE

hominy lily pulp
hymn you pull
holly upon plump
join union noon
jump imply null
kill ink milk
knoll opinion million
limp only minimum

EXERCISE OF THIRD AND FOURTH FINGERS

was	spool	swoop	plaza	saw	laws
wall	was	wax	pool	sap	lasso
swap	plows	sloop	allow	slow	loss
pass	lap	swallow	appall	paws	low
pall	wool	poio	squall	squaw	lax

BUSINESS CORRESPONDENCE

If a letter sheet 8½-in. x 11-in. is used, the indentations suggested will insure a well balanced letter.

Set the left marginal stop at 10.

1. Date—written at 50 on scale
2. Name—written at 10; address—written at 20
3. Salutation—written at 10
4. Paragraphs—start at 20
5. Complimentary closing—written at 40
6. Name of Company writing the letter—written at 45

EXERCISE 9 BUSINESS LETTERS

Figures are for the first time introduced in the following, as well as certain other characters, found on the same keys and written by using the shift-key. The correct fingering is shown on the keyboard diagram. The numeral 1 is made by striking lower case L.

At least five copies of each letter should be written, each letter in the time assigned to it, or less.

Gentlemen:

Enclosed is statement of your account to November 6. If you find it correct, please send us check to cover, and oblige

Yours very truly

(1 minute)

Gentlemen:

We are sending you a copy of our 1927 catalogue, just received from the printer. You will note that it is much larger than any we have previously issued, and we trust you will be able to use it to advantage with your trade.

Kindly acknowledge receipt, and oblige,

Yours respectfully,

(2 minutes)

Gentlemen:

We have placed to your credit your check for \$675.87, enclosed with your letter of the 4th. We appreciate greatly your promptness in remitting.

We can quote you No. 293 boxes, "light weight" similar to those you ordered last month, at 25% discount from list, and No. 584 at 20 and 5% off this city. We have a quantity in stock, so that shipment can be made immediately upon receipt of your order.

Yours respectfully,

(3 minutes)

March 2, 1927

Mr. Charles H. Weld,
87 South Street,
New York, N. Y.

Dear Sir:

Enclosed please find check for \$45.10, interest on the Morris mortgage, due the first instant.

As instructed in your last letter, we will in future pay this interest to your account with the London & County Bank, Lombard Street, and we make note that their signature shall be a valid receipt for same.

Yours respectfully,

(3 minutes)

February 16, 1927

Gentlemen:

On looking over our stock we find we have but $16\frac{1}{2}$ yards of the sample "A" enclosed with your letter of the 15th, $12\frac{1}{4}$ yards of sample "B," and $9\frac{3}{4}$ yards each of samples "C" and "D."

The black taffeta ribbon we have only in $3\frac{1}{4}$ and $3\frac{1}{2}$ inch widths, which we can furnish @ $7\frac{1}{2}$ c per yard; it is not made $3\frac{3}{4}$ inches wide.

Yours respectfully,

(4 minutes)

CARBON COPIES

Duplicates or carbon copies can be made when the originals are written, without additional effort. This is one of the great advantages of typewriting over pen-writing.

Place a sheet of paper on the desk and lay a sheet of carbon, face down (the "face" is the glossy side), on the paper; if more than one carbon copy is required, arrange another sheet of paper and carbon in the same way, and then place the original sheet, or letter-head, over the carbon. When feeding into the machine, be sure that the original sheet is at the back. As the cylinder is turned the original sheet will then be in the proper position.

ENVELOPES

To address envelopes, insert usual size envelope in the machine so that left end is flush with the left end of the paper table.

ND 6137

Domestic Portable

